

# COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.  
*Director*

SUSAN KERR  
*Chief Deputy Director*

RODERICK SHANER, M.D.  
*Medical Director*



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## DEPARTMENT OF MENTAL HEALTH

<http://dmh.co.la.ca.us>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601  
Fax: (213) 386-1297

November 18, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT TO EXISTING DEPARTMENT OF MENTAL HEALTH  
CONSULTING SERVICES AGREEMENT WITH  
CALIFORNIA INSTITUTE FOR MENTAL HEALTH  
FOR FISCAL YEAR 2004-2005  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Director of Mental Health or his designee to prepare, sign, and execute Amendment No. 3 (substantially similar to the Attachment) to the existing Department of Mental Health (DMH) Consulting Services Agreement No. DMH-01407 with California Institute for Mental Health (CIMH) to increase the Maximum Contract Amount (MCA) by \$190,000, from \$220,000 to \$410,000 for Fiscal Year (FY) 2004-2005, fully funded by one-time State Children's System of Care (CSOC) rollover funds (\$100,000) and Realignment revenue (\$90,000). The Amendment will allow CIMH to: 1) develop and implement a training program related to children ages 0-5 as part of the Infant Preschool Family Mental Health Initiative; 2) complete a statewide report on the Children's System of Care Initiative; 3) coordinate the biennial Parent Provider Partnership sponsored by DMH; and 4) provide specialized training and consultation to DMH for the purpose of public mental health planning.
2. Delegate authority to the Director of Mental Health or his designee to prepare, sign, and execute future Amendments to the Agreement and establish as a new MCA the aggregate of the original Agreement and all Amendments through and including this Amendment, provided that: 1) the County's total payments to contractor under this Agreement for each fiscal year shall not exceed an increase of 20 percent from the applicable revised MCA; 2) any such increase shall be used to provide

additional services or to reflect program and/or policy changes; 3) the Board of Supervisors has appropriated sufficient funds for all changes; 4) approval of County Counsel and the Chief Administrative Officer (CAO) or their designees is obtained prior to any such Amendment; 5) the parties may, by written Amendment, mutually agree to reduce programs or services without reference to the 20 percent limitation; and 6) the Director of Mental Health shall notify the Board of Supervisors of Agreement changes in writing within 30 days after the execution of each Amendment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Board approval is being requested to amend the Agreement with CIMH, as the recommended increase of \$190,000 to the MCA is not within DMH's delegated authority.

The Amendment will allow CIMH to: 1) develop and implement a training program related to children ages 0-5 as part of the Infant Preschool Family Mental Health Initiative; 2) complete a statewide report on the CSOC Initiative; 3) coordinate the biennial Parent Provider Partnership sponsored by DMH; and 4) provide specialized training and consultation to DMH for the purpose of public mental health planning.

#### **Infant, Preschool, and Family Mental Health Initiative**

With the technical assistance of CIMH, DMH's CSOC staff will be expanding efforts on behalf of children ages 0-5 and their families by developing and implementing a comprehensive training program focusing on children who are attending First 5 LA School Readiness Centers. The goal of this project is to enhance the knowledge base and skill sets of staff at these Centers to increase their capacity to serve the mental health needs of the children. CIMH will assume the responsibility for locating an experienced Project Director to conduct focus groups, develop a specialized curriculum, and implement training for the childcare personnel at the Centers. CIMH will also locate mental health professionals who will become consultants to the Centers. Post-training technical assistance will also be provided, including planning for consultation on a longer-term basis with the Centers using their own local First 5 funds.

#### **Statewide Report on Children's System of Care**

CIMH will review and evaluate CSOC's Program data previously collected from all 58 counties, and compare the data to a prior research study conducted by the University of San Francisco, as well as to national data. CIMH will use consultants from within California and across the nation to participate in the extensive analysis that will be required, as well as in the report formulation. Once the evaluation is complete and the report is produced, it will be generously distributed throughout the state.

#### Parent Provider Partnership Conference

This biennial conference is designed to strengthen the partnership that has been established between service providers and families who receive mental health services. In addition to community members, participating partners in the conference include DMH, Department of Children and Family Services, Probation Department, local mental health service providers, and school district representatives. CIMH will provide guidance and coordination for the planning of the Parent Provider Partnership, as well as facilitate access to its network of skilled trainers.

#### Specialized Training & Consultation

During FY 2003-2004, DMH implemented a stakeholder process for the identification of priorities and allocation of limited funds with the use of skilled facilitators through CIMH. Additional funding allows CIMH to continue facilitation of the stakeholder process, which is being expanded in membership to further address existing mental health service delivery resources, needs, and projected changes to future service delivery funding.

#### Implementation of Strategic Plan Goals

The recommended Board action is consistent with the principles of the County's Organizational Goal No. 4, "Fiscal Responsibility," and Programmatic Goal No. 5, "Children and Families' Well Being" within the Countywide Strategic Plan. Training directed at programs providing daily education and care for the infant/preschool population and early mental health intervention will be encouraged and promoted.

#### FISCAL IMPACT/FINANCING

There is no increase in net County cost.

The \$190,000 increase in MCA is fully funded with State CSOC Infant Preschool Family Mental Health Initiative rollover funds (\$50,000), one-time augmentation of the State CSOC mental health allocation rollover funds (\$50,000) and realignment revenue (\$90,000), which are included in DMH's FY 2004-2005 Final Adopted Budget. CIMH's revised MCA will total \$410,000 for FY 2004-2005.

DMH has approval from the State Department of Mental Health (SDMH) to rollover the unexpended CSOC funds into FY 2004-2005. DMH must expend the rolled over funds by June 30, 2005. DMH will utilize appropriation included in its FY 2004-2005 Final Adopted Budget to fund the increase in the MCA for FY 2004-2005.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

DMH has allocated an additional \$35,000 for consultation services to enhance the ongoing stakeholder process that was initiated during FY 2003-2004. Second, during the second half of FY 2003-2004, SDMH allocated \$50,000 from their larger State First 5 Commission allocation to support an Infant Preschool Family Mental Health Program that was initiated approximately five years ago. The State First 5 Commission has mandated that the focus be on children ages 0-5 that are attending School Readiness Centers, another First 5 Program. Third, late in FY 2003-2004, SDMH allocated a one-time augmentation of \$50,000 in CSOC funds to CIMH for the purpose of developing and publishing a statewide report on the CSOC initiative in California. Finally, DMH has allocated \$55,000 as part of the training budget for the purpose of the Parent Provider Partnership conference. DMH will use the services of CIMH to implement this conference. The allocations totaling \$190,000 are to be expended by June 30, 2005.

The Amendment format has been approved as to form by County Counsel. The CAO and DMH's Fiscal and Program Administrations have reviewed the proposed action.

## **CONTRACTING PROCESS**

CIMH was selected for the following reasons:

- 1) Having an established reputation in the area of training and the ability to access consultants/collaborators with expertise relevant to young children will enhance the capability of providing the technical assistance necessary for the development and implementation of a training curriculum for the infant/preschool population ages 0-5.
- 2) The expertise in data collection and analysis, as well as previous involvement in the collection of relevant information throughout the State, will facilitate the ability to complete the requested statewide report.
- 3) Access to an extensive network of trainers, as well as their own conference planning staff. As a significant portion of the work completed by CIMH involves staging conference events with specific focus on the mental health service delivery system, CIMH will be able to coordinate and implement the 4<sup>th</sup> biennial Parent Provider Partnership Conference.
- 4) The ability to access expert facilitators familiar with the existing DMH stakeholder process to allow for continuity of facilitation.

### **IMPACT ON CURRENT SERVICES**

As a result of the training directed at programs providing daily education and care for the infant/preschool population, early mental health intervention will be encouraged and promoted. The involved School Readiness Centers will receive professional consultation, and the childcare personnel will learn simple interventions that can be used both in the childcare centers and in the homes, as well as emotional/behavioral signs that warrant professional evaluation.

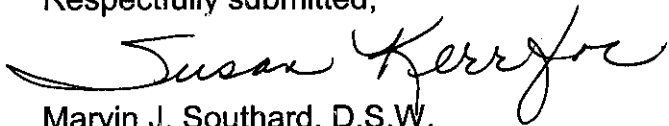
CIMH's completion of a statewide report on the Children's System of Care will provide detailed information on the effectiveness of this program. A significant portion of children enrolled in this program receives services through the Los Angeles County Department of Mental Health.

By accessing CIMH's expertise on conference planning and implementation in the mental health arena, DMH will leverage expert trainers and ensure the success of a conference designed to bring mental health providers and community partners together.

### **CONCLUSION**

The Department of Mental Health will need one (1) copy of the adopted Board's action. It is requested that the Executive Officer of the Board notifies the Department of Mental Health's Contracts Development and Administration Division at (213) 738-4684 when this document is available.

Respectfully submitted,



Marvin J. Southard, D.S.W.  
Director of Mental Health

MJS:MY:RK:LQ

Attachment

c: Chief Administrative Officer  
County Counsel  
Chairperson, Mental Health Commission

EM:Board Letter CIMH

CONTRACT NO. DMH-

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2004, by and between the COUNTY OF LOS ANGELES (hereafter "County") and \_\_\_\_\_ (hereafter "Consultant").

WHEREAS, County and Consultant have entered into a written Agreement, dated \_\_\_\_\_ identified as County Agreement No. DMH-\_\_\_\_\_, and any subsequent amendments (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Year 2004-2005 only, County and Consultant intend to amend Agreement only as described hereunder; and

WHEREAS, for Fiscal Year 2004-2005 only, County and Consultant intend to amend Agreement to add Children's System of Care State General Funds (CSOC – SGF) and realignment revenue in the amount of \$\_\_\_\_\_ to the Maximum Contract Amount for development and implementing a comprehensive training program focusing on children ages 0-5 and their families as part of the Infant Preschool Family Mental Health Initiative, complete a statewide report on the Children's System of Care Initiative, coordinate the biennial Parent Provider Partnership and provide specialized training and consultation for the purpose of public mental health planning; and

WHEREAS, County and Consultant intend to delete Exhibit A-2 (STATEMENT OF WORK) and Exhibit B-2 (FEE SCHEDULE) in their entirety and replace with Exhibit A-3 and Exhibit B-3; and

WHEREAS, for Fiscal Year 2004-2005, County and Contractor intend to amend Agreement to add contract language in regards to Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76).

NOW, THEREFORE, County and Consultant agree that Agreement shall be amended only as follows:

1. Paragraph 4.0 (COMPENSATION), Subparagraphs 4.1 and 4.2, shall be deleted in their entirety and the following substituted therefor:

"4.1 In consideration of the performance by Consultant in a manner satisfactory to County of the services described in Exhibit A-3, Statement of Work Consultant shall be paid in accordance with the Fee Schedule established in Exhibit B-3. Total compensation for all services furnished hereunder shall not exceed the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) for Fiscal Year 2004-2005. Notwithstanding such limitation of funds, Consultant agrees to satisfactorily complete all work specified in Exhibit A-3 to request payment, Consultant shall present to County's Project Manager monthly in arrears invoices accompanied by a statement of the number of hours worked daily by each individual assigned to the project and a report of work completed for the invoice period. This report shall be prepared in a format satisfactory to County's Project Manager or his/her designated representative.

"4.2 The total compensation for this Agreement shall not exceed \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) for Fiscal Year 2004-2005. In no event shall County pay Consultant more than this Total Compensation Amount

for Consultant's performance hereunder. Payment to Consultant shall be only upon written approval of the invoice and report by County's Project Manager or his/her designated representative.

Consultant shall submit invoices to:

County of Los Angeles  
Department of Mental Health  
Adult Systems of Care /Children's Systems of Care  
550 South Vermont Avenue  
Los Angeles, CA 90020  
ATTN: Mental Health District Chief / Mental Health Analyst III

2. Statement of Work Exhibit \_\_\_\_ and Fee Schedule Exhibit \_\_\_\_ shall be deleted in their entirety and replaced with Exhibit \_\_\_\_ and Exhibit \_\_\_\_ attached hereto and incorporated herein by reference. All references in Agreement to Exhibit \_\_\_\_ and Exhibit \_\_\_\_ shall be deemed amended to Statement of Work Exhibit \_\_\_\_ and Fee Schedule Exhibit \_\_\_\_.
3. Paragraph 41.0 (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76) shall be added to the Agreement:

"41.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76): The Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, Contractor certifies that neither it nor any of its owners, officers, partners, directors or other principals is currently

suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owner, officer, partner, director or other principal of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Contractor shall immediately notify County in writing, during the term of this Agreement, should it or any of its subcontractors or any principals of either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement."

4. Except as provided in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by County's Director of Mental Health or his designee and Consultant has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

APPROVED AS TO FORM

COUNTY OF LOS ANGELES

OFFICE OF THE COUNTY COUNSEL

By \_\_\_\_\_  
Principal Deputy County Counsel

By \_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
Director of Mental Health

\_\_\_\_\_  
Contractor

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO CONTRACT  
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By \_\_\_\_\_  
Chief, Contracts Development  
and Administration Division

## **EXHIBIT A-3**

### **CALIFORNIA INSTITUTE FOR MENTAL HEALTH**

#### **STATEMENT OF WORK**

#### **TRAINING SERVICES TO BE PROVIDED BY CIMH**

##### **ADULT SYSTEMS OF CARE**

California Institute for Mental Health (CIMH) will assist the Los Angeles County Department of Mental Health (DMH) by providing training sessions, workshops, consultation and technical assistance for both the Adult and Children's Systems of Care as follows:

CIMH will provide training for AB34/2034 agencies in the area of housing assistance and development of housing resources for mental health clients.

CIMH will provide technical assistance in the development and implementation of an outcome measurement system for the CalWORKs program to evaluate the effectiveness of supportive services to CalWORKs participants.

CIMH will conduct three (3) separate studies on supportive services to Los Angeles County's Welfare-to-Work efforts. These three (3) studies will examine program results, measure performance, identify outcomes, and present recommendations:

1. Provide technical assistance in the development and implementation of an outcome measurement system for the CalWORKs program to evaluate the effectiveness of supportive services to the CalWORKs participants;
2. Conduct an evaluation study of a pilot program serving the needs of homeless CalWORKs families; and
3. Conduct a study of Los Angeles County's General Relief Opportunities to Work (GROW) supportive services.

The data provided, based on the outcome measurement system, will assist in the development of treatment services to meet the needs of CalWORKs participants. Using the proposal for developing an outcome measurement system approach, the focus shifts from any given cohort of clients to changes in overall system performance over time.

These performance measures and outcomes will improve the accountability and serve as a tool for continued monitoring, planning and managing the programs.

## **TRAINING SERVICES TO BE PROVIDED BY CIMH**

### **CHILDREN'S SYSTEMS OF CARE**

CIMH will assist DMH by providing training sessions, workshops, consultation and technical assistance for both the Adult and the Children's Systems of Care, as follows:

CIMH will provide training and facilitation in various relevant areas (e.g. strength-based assessment and treatment, school-based services, short-term group and in-home therapy, Wraparound services, and community stakeholder planning) for DMH directly operated and contract providers.

For Fiscal Year 2004-2005, CIMH will provide consultation and technical assistance for the Infant Preschool Family Mental Health Initiative to expand efforts to serve children ages 0-5 and their families through the development and implementation of a comprehensive training program focusing on children who are attending First 5 LA School Readiness Centers.

The Children's Systems of Care in Los Angeles County is expanding rapidly. In support of the continued provision of high quality services, CIMH will provide training for DMH directly operated and contract providers of mental health services in many areas, including, but not limited to, the following:

- Wraparound services
- Treatment of dually diagnosed (mental illness and substance abuse) consumers
- Working with parents of mentally ill children
- The Infant Mental Health Initiative
- Parent providers of care
- Cultural competency
- School-based services
- Short-term group and in-home therapy
- Strength-based assessment and treatment
- Suicide intervention
- The 4<sup>th</sup> biennial Parent Provider Partnership conference

### **EXHIBIT B-3**

#### **CALIFORNIA INSTITUTE FOR MENTAL HEALTH FEE SCHEDULE**

##### **ADULT SYSTEMS OF CARE**

FY 2004-2005 \$200,000 (CalWORKs and GROW Funding)

FY2005-2006 \$200,000 (CalWORKs and GROW Funding)

The California Institute for Mental Health (CIMH) shall submit monthly invoices for actual costs incurred for studies provided under the Statement of Work. CIMH shall retain all relevant supporting documents and make them available to the Department of Mental Health at any time for audit purposes. Invoices shall be specific as to the type of services provided and shall be submitted to:

Deputy Director  
Adult Systems of Care  
County of Los Angeles – Department of Mental Health  
550 S. Vermont Ave., 11<sup>th</sup> Floor  
Los Angeles, CA 90020  
Telephone: (213) 738-2756  
ATTN: Mental Health District Chief, CalWORKs

Funding for CIMH training under the Adult Systems of Care portion of the Agreement shall not exceed \$400,000 for the term of the Agreement, effective July 1, 2004 through June 30, 2006.

##### **CHILDREN'S SYSTEMS OF CARE**

FY 2004-2005 \$210,000 (CSOC, Training and Administrative Support Funding)

FY 2005-2006 \$ 20,000 (CSOC)

CIMH shall submit monthly invoices for actual costs incurred for studies provided under the Statement of Work. CIMH shall retain all relevant supporting documents and make them available to the Department of Mental Health at any time for audit purposes. Invoices shall be specific as to the type of services provided and shall be submitted to:

Deputy Director  
Children's Systems of Care  
County of Los Angeles – Department of Mental Health  
550 S. Vermont Ave., 4<sup>th</sup> Floor  
Los Angeles, CA 90020  
Telephone: (213) 351-8903  
ATTN: Mental Health Analyst III

Funding for CIMH training under the Children's Systems of Care portion of the Agreement shall not exceed \$230,000 for the term of the Agreement, which begins July 1, 2004 through June 30, 2006.